

ECONOMIC DEVELOPMENT ADMINISTRATION CHECKLIST FOR INITIAL DISBURSEMENT

EDA Award Number: _____ Date: _____

Recipient: _____

Recipient's Authorized Representative: _____
(Name & Phone Number)

Y N N/A

- | | | | |
|-----|-----|-----|--|
| ___ | ___ | ___ | The Special Award Conditions requiring action prior to initial disbursement have been satisfied, including all environmental requirements/clearances; |
| ___ | ___ | ___ | Current quarterly performance reports have been submitted to and accepted by EDA, including the latest year-end financial status report; |
| ___ | ___ | ___ | The contract for project administration has been reviewed and accepted by EDA; |
| ___ | ___ | ___ | The Architect/Engineer contract has been reviewed/accepted by EDA; |
| ___ | ___ | ___ | All required land, easements, and rights-of-way have been secured and the Site Certificate or other title opinion has been approved by EDA; |
| ___ | ___ | ___ | The first lien or covenant has been executed, recorded, and submitted to and accepted by EDA; |
| ___ | ___ | ___ | Davis-Bacon wage rates are incorporated into all construction contracts; |
| ___ | ___ | ___ | The "EDA Contracting Provisions for Construction Projects" have been incorporated into all construction contracts; |
| ___ | ___ | ___ | The proposed bid documents, including final plans, specs, and contract documents, have been submitted to and accepted by EDA; |
| ___ | ___ | ___ | Bid opening documents, including bid tabs and certified minutes of the bid opening have been accepted by EDA. This includes written justification from the Recipient if the Award has been made to other than the lowest bidder. |
| ___ | ___ | ___ | The name of all contractors have been checked against the Federal list of debarred and ineligible list of contractors (this includes the firm name and firm owner's name); |
| ___ | ___ | ___ | The surety company listed for the low bidder is included on Treasury Dept. Circular 570 and possesses sufficient capability to insure the project; |
| ___ | ___ | ___ | All contracts required for completion of the project have been executed by the Recipient and accepted by EDA; |
| ___ | ___ | ___ | If the answer to the previous question is "N", a request for phasing has been made to and accepted by EDA; |
| ___ | ___ | ___ | Matching funds for the Recipient's share are on hand or immediately available; |
| ___ | ___ | ___ | All work accomplished by change order that is part of the claim for initial disbursement has been approved by EDA; |
| ___ | ___ | ___ | All proposed or actual changes to the EDA-approved budget have been approved by EDA; |
| ___ | ___ | ___ | A photo of the EDA project sign has been submitted to EDA. |

Prepared By (Signature)

Date